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To: 'SF-HOUSING-COUNSELING-L@hudlist.hud.gov'

Subject: General Section to the Department's FY2014 NOFAs for Discretionary Programs, & Fair Housing Update Training Comes to Los Angeles, CA on March 18, 2014, & Preparing to submit your NOFA application to Grants.gov, &

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General Section to the Department's FY2014 NOFAs for Discretionary Programs:

HUD has published the General Section to the Department's FY 2014 NOFAs for Discretionary Funding (also referred to as Program NOFAs), in advance of the publication of any individual FY 2014 Program NOFA. The General Section presents the Department's requirements, other cross-cutting federal requirements and application submission requirements applicable to all HUD Program NOFAs. This General Section and the individual FY 2014 Program NOFAs constitute the entirety of the FY 2014 NOFA requirements and instructions that apply to the FY 2014 Program NOFAs. For more information please visit [HUD's Funds Available Website](#).

AND

Fair Housing Update Training Comes to Los Angeles, CA on March 18, 2014:

March 18, 2014 - Los Angeles, CA. Fair Housing Updates. This "Live" and free workshop is for program managers and housing counselors who are interested in the impact of Fair Housing changes. This workshop is open only to Non-profit and Government Organizations. Sponsored by the Rural Community Assistance Corporation (RCAC). [Register today to reserve your place](#).

AND

Preparing to submit your NOFA application to Grants.gov:

In anticipation of the upcoming publication of a Notice of Funding Availability (NOFA) for HUD's Housing Counseling Program, potential Housing Counseling NOFA applicants should immediately take steps to ensure that they are properly registered to submit an application electronically through grants.gov. In order to apply for a grant, you and/or your organization must complete the [grants.gov](#) registration process. The registration process can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early! NOTE: Applicants will not be eligible to apply for grant funds if not properly registered.

NEW APPLICANTS: New users will be required to complete a five-step grants.gov registration process as outlined below.

STEP 1: OBTAIN DUNS NUMBER: The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization. It takes only one day to obtain a DUNS number. If your organization does not know its DUNS number or needs to register for one, visit [Dun & Bradstreet](#). During the registration process, the Dun and Bradstreet number (DUNS number) assigned to the applicant organization should match information previously provided by your organization which is also contained in Internal Revenue Service (IRS) records.

STEP 2: REGISTER WITH CCR (Central Contractor Registration): Registering with the System for Award Management (SAM), (formerly CCR) is required for organizations to use grants.gov. If your organization is not registered, you can apply online by going to: [sam.gov](#) (please note this is the updated link address for the formerly CCR website). If AFTER having registered in SAM, you experience any registration problems, you can get help by going to the [Federal Service Desk](#). When your organization registers with SAM.gov, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an "M-PIN." This M-PIN gives the E-Biz POC authority to designate which staff member(s) from your organization are allowed to submit applications electronically through grants.gov. Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AORs). If your organization already has an Employment Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow one – three to seven business days to complete the entire SAM registration. If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from the IRS when requesting the EIN or TIN via phone or Internet.

STEP 3: USERNAME & PASSWORD: An AOR username and password serves as an "electronic signature" when submitting a grants.gov application. To create a username and password, AORs must complete their profile on [grants.gov](#). AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete the process. After your organization registers with the System for Award Management (SAM), AORs must wait one business day before they can complete a profile and create their usernames and passwords on grants.gov.

STEP 4: AOR AUTHORIZATION: Only the E-Biz POC can approve AORs. This allows the organization to authorize specific staff members or consultants/grant writers to submit grants. Only those who have been authorized by the E-Biz POC can submit applications on behalf of the organization.

STEP 5: TRACK AOR STATUS: AORs can login to track their AOR status using their username and password (obtained in Step 3) to check if they have been approved by the E-Biz POC. This step is important to verify that the organization's E-Biz POC has approved the AOR. Applicants may click on this link to view the: [checklist for completing the registration process](#).

PREVIOUS APPLICANTS: Applicants that have previously completed the registration process have to renew or update their registration at the [SAM Homepage](#)

If an organization has an expired registration, it may need to contact the Federal Service Desk for help because SAM (formerly CCR) changed its login procedure in July of 2012. Organizations can no longer access their SAM profile by entering a DUNS + TPIN. They must create a user account, which is another user id/password combination attached to some personal information. HUD will not make a payment to an awardees' whose SAM Registration has expired. See: [Interim Rule published July 15, 2010 \(75 FR 41087\)](#) and: [Final Rule published December 8, 2010 \(75 FR 76260\)](#)

For additional information, applicants may contact the SAM helpdesk at 1-866-606-8220. The hours of operation are Monday through Friday, 9:00AM - 5:00PM EST. Applicants may also contact HUD's NOFA Information Center at 1-800-483-8929. The HUD NOFA Information Center accepts calls Monday through Friday 10:00 AM to 6:30 PM EST. For further guidance on electronic grant submission and the registration process,

All Parent Agencies should make sure their sub-agencies have received this information. Please direct questions or comments to your respective HUD point of contact or email: Housing.Counseling@hud.gov

AND

Bulk subscriptions:

Some housing counselors have asked, "How do I sign up my entire agency staff for housing counseling listserv updates?" It is easy... Just list your staff email addresses like this:

aaa@xyz.com

bbb@xyz.com

ccc@xyz.com

You can send in one email address or your entire agency. Then [Email your list](#) to HUD-OHC.

If you have a housing counseling industry friend who you want to subscribe to this listserv, there are 2 other ways to sign up: Send them this [link](#) or forward them this email. Click here to [unsubscribe](#), then click on "Housing Counseling" and follow the unsubscribe instructions on that page.

Some Helpful Links for Housing Counselors:

- [Email Technical Support for Housing Counselors](#)
- [HUD Housing Counseling Webpage](#)
- [The Bridge Housing Counseling Newsletter Archive](#)
- [Housing Counseling Listserv Archive](#)
- [Training Webinar Archive](#)
- [Events & Training Calendar](#)
- [Contracting Opportunities](#)
- [Career Opportunities](#)
- [Grant Opportunities](#)
- [Disaster Recovery Resources](#)
- [Foreclosure Assistance](#)
- [Making Home Affordable](#)
- [FHA Resource Center](#)
- [Index of HUD Listserv Mailing Lists](#)

This list will often provide training opportunities and event announcements for non-profit and government HUD Housing Counseling partners. HUD does not endorse the organizations sponsoring linked websites, and we do not endorse the views they express or the products/services they or their community/business partner's offer. For more information please see [HUD's web policies](#)

Thank you!!!!